

Q: Why won't the Application download from the City's website?

A: To submit the Application, it MUST be downloaded and completed using Adobe Reader (download link for Adobe Reader is here <https://get.adobe.com/reader/>). This is the one of the most commonly used document systems available. Your internet browser may open the file online and allow you fill it out. If you enter your data in the fillable fields, all information will be lost when you try to save it. Again, you should download the file and complete it through Adobe Reader.

Q: I can't uncheck a box.

A: Some questions only allow for one selection and, if checked, will remain checked regardless of what boxes you select. If you select this in error in the COVID Funding section, there is a button on the right-hand side that will allow you to clear your responses. There is no button for other sections as those sections are required to be answered.

Q: What should I save my file as?

A: You can save your file as your business's name. Please do not include any special characters in the file name.

Q: Where should I send my Application?

A: Saved Applications should be emailed to application@bethlehem-pa.gov. You should receive a response that confirms your submission.

Q: Is it first-come-first-serve?

A: No. The application period will allow for timely submissions that will be reviewed. Awards will be based off of pre-selected criteria.

Q: Will the City be able to fund every Application?

A: Probably not. Demand is expected to be high for this program so, unfortunately, we will not be able to help every business. We are trying to implement the best program possible considering the amount of funding available and requirements associated with the funding source.

Q: How will I know if I've been approved for a grant?

A: All applicants will receive an email when their application is submitted. A staff member will contact you if you are selected to receive a grant.

Q: What is the deadline for applying for a grant?

A: Applications will be available starting Wednesday, April 22 and will continue to be accepted until funds are exhausted.

Q: What documents will I need to apply for a grant?

A: You do not need any documents to apply for a grant. However, if selected to receive a grant you will be asked to provide the most recent tax return and/or P&L statement as well as income certification.

Q: Can I get a grant if I also received other COVID-19 relief funding?

A: Receiving other COVID-19 relief funding does not exclude you from being selected to receive a grant. However, CDBG funding cannot be used for expenses that have been (or will be) applied to other federal funding sources.